

**APPLICATION FOR TENNESSEE TEACHING LICENSE OR  
AMENDMENT TO LICENSURE**

**PART 1 TO BE COMPLETED BY APPLICANT**

|                 |                   |                  |                  |          |               |
|-----------------|-------------------|------------------|------------------|----------|---------------|
| Last Name       | First Name        | Middle/Maiden    | Telephone Number |          |               |
| Email Address   | Social Security # | Reference Number | *Race            | *Sex     | Date of Birth |
| Street/P.O. Box | City              |                  | State            | Zip Code |               |

**Name/Address Change**

*\*Optional- statistical information only*

(provide a notarized copy of the marriage license, divorce decree, or court order that has generated the legal name char

**PLEASE READ CAREFULLY BEFORE SIGNING**

Answer the following questions if you have **NEVER** held a Tennessee Teacher License or Permit:

1. Have you ever been convicted of a felony (including a conviction or plea of nolo contendere)? \_\_\_\_ YES \_\_\_\_ NO
2. Have you ever been convicted of the illegal possession of drugs and/or narcotics? \_\_\_\_ YES \_\_\_\_ NO
3. Have you ever falsified or altered documentation required for licensure? \_\_\_\_ YES \_\_\_\_ NO

Signature \_\_\_\_\_ Date \_\_\_\_\_

Answer the following questions if you have **EVER** held a Tennessee Teacher License or Permit (since the Tennessee License or Permit was last issued or renewed):

1. Have you been convicted of a felony (including a conviction or plea of nolo contendere)? \_\_\_\_ YES \_\_\_\_ NO
2. Have you been convicted of the illegal possession of drugs and/or narcotics? \_\_\_\_ YES \_\_\_\_ NO
3. Have you falsified or altered documentation required for licensure? \_\_\_\_ YES \_\_\_\_ NO

Signature \_\_\_\_\_ Date \_\_\_\_\_

- \_\_\_\_ APPLICATION FOR INITIAL TEACHING LICENSE (Apprentice)
- \_\_\_\_ APPLICATION FOR NON-PUBLIC SCHOOL TEACHING LICENSE (employment verification required)
- \_\_\_\_ APPLICATION FOR AMENDMENT TO ADD ADDITIONAL ENDORSEMENT AREA(S) TO TEACHING LICENSE
- \_\_\_\_ APPLICATION FOR AMENDMENT TO SHOW ADDITIONAL DEGREE/EDUCATION TO TEACHING LICENSE (check one of the following)
- \_\_\_\_ Master's Degree \_\_\_\_ Education Specialist
- \_\_\_\_ Master's Degree plus 30 semester hours \_\_\_\_ Doctorate Degree
- \_\_\_\_ ADVANCE FROM INTERIM B TO FULL TEACHING LICENSE (Apprentice or Out of State)
- (Praxis scores must be submitted to advance)
- \_\_\_\_ Designated Institution Score Report submitted by college/university, or
- \_\_\_\_ directly from ETS
- \_\_\_\_ ADVANCE FROM ALTERNATE E TO FULL TEACHING LICENSE (Apprentice)
- \_\_\_\_ Documentation signed by the college certification officer verifying completion of the professional education component of an approved teacher education program, AND
- \_\_\_\_ Passing scores on all appropriate Praxis Exams, including the PLT and all required specialty area tests, AND
- \_\_\_\_ Designated Institution Score Report submitted by college/university, or
- \_\_\_\_ directly from ETS
- \_\_\_\_ Verification of two years of successful teaching experience on the Alternate E License with a positive recommendation from the local school system, AND
- \_\_\_\_ Official transcripts from all colleges/universities attended. All transcripts that have not previously been submitted to the Office of Teacher Licensing must be included.

**TENNESSEE DEPARTMENT OF EDUCATION**

**Office of Teacher Licensing**

5th Floor, Andrew Johnson Tower  
710 James Robertson Parkway  
Nashville, Tennessee 37243-0377  
(615) 532-4885

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**Part II TO BE COMPLETED BY INSTITUTION FOR ADD-ON ENDORSEMENT**

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**For Add-on Endorsement Indicate:**

1. Add-On Endorsement Title \_\_\_\_\_ 3. Date of Completion \_\_\_\_\_  
2. Endorsement Code \_\_\_\_\_ 4. Hours Completed \_\_\_\_\_  
Certification Officer Signature \_\_\_\_\_ Institution \_\_\_\_\_

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**Part III TO BE COMPLETED BY INSTITUTION FOR APPROVED PROGRAM**

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**A. APPROVED PROGRAM**

For Approved Program Completion Indicate:

1. Program Completed \_\_\_\_\_  
2. Endorsement Code(s) \_\_\_\_\_  
3. Date of Completion \_\_\_\_\_

**B. PRACTICAL EXPERIENCE (for program completion)**

\_\_\_\_\_ Enhanced Student Teaching \_\_\_\_\_ Teaching Experience (verification must be enclosed with application)  
\_\_\_\_\_ Internship

**C. PRAXIS REQUIREMENTS (Official Praxis scores must be enclosed with this application)**

*Note: The Office of Teacher Licensing will accept the Designated Institution Score Report submitted by the college/university or scores sent directly from ETS*

| Praxis Test                            | Score | Date | Specialty Area Test Code | Score | Date |
|--|-------|------|--------------------------|-------|------|
| PRINCIPLES OF LEARNING & TEACHING K-6  |       |      | SPECIALTY TEST #         |       |      |
| PRINCIPLES OF LEARNING & TEACHING 5-8  |       |      | SPECIALTY TEST #         |       |      |
| PRINCIPLES OF LEARNING & TEACHING 7-12 |       |      | SPECIALTY TEST #         |       |      |
|  |       |      | SPECIALTY TEST #         |       |      |
|  |       |      | SPECIALTY TEST #         |       |      |

**INSTITUTION RECOMMENDATION:**

**D.** I certify that the above stated individual is at least 18 years of age and possesses good moral character. This applicant has satisfactorily completed the approved teacher education program in the specific area(s) of endorsement, has the NTE/PRAXIS test scores meeting minimum license requirements and is recommended as having adequate teaching competencies in the certified area.

|           |                          |                          |
|-----------|--------------------------|--------------------------|
| Degree(s) | Date Degree(s) Conferred | Recommending Institution |
|-----------|--------------------------|--------------------------|

\_\_\_\_\_  
Signature of Dean of Education\_\_\_\_\_  
Date\_\_\_\_\_  
Signature of Certification Officer\_\_\_\_\_  
Date

Application must be accompanied by **A COMPLETE SET OF OFFICIAL TRANSCRIPTS** documenting the recommendation for certification.

## ENDORSEMENT TITLES AND CODES

|                                     |     |
|-------------------------------------|-----|
| Administrator Beginning PreK-12 (A) | 480 |
| Administrator Beginning PreK-12 (B) | 481 |
| Administrator Professional PreK-12  | 482 |
| Administrator Professional PreK-12  | 483 |
| Agriscience 7-12                    | 449 |
| Basic Business/Accounting 7-12      | 430 |
| Bible 7-12                          | 026 |
| Biology 7-12                        | 415 |
| Business Education 7-12             | 474 |
| Business Technology 7-12            | 475 |
| Care/Guidance of Children 9-12      | 451 |
| Chemistry 7-12                      | 416 |
| Clothing Management Production 9-12 | 452 |
| Consumer/Homemaking 5-12            | 450 |
| Coop Coordinator                    | 104 |
| Data Processing 7-12                | 434 |
| Driver Education 7-12               | 082 |
| Earth Science 7-12                  | 418 |
| Economics 7-12                      | 424 |
| English 7-12                        | 407 |
| English as Second Language PreK-12  | 490 |
| Food Mangement Production 9-12      | 453 |
| Foreign Language(Other) 7-12        | 404 |
| Foreign Language(Other) PreK-12     | 496 |
| French 7-12                         | 411 |
| French PreK-12                      | 491 |
| Geography 7-12                      | 422 |
| German 7-12                         | 412 |
| German PreK-12                      | 492 |
| Government 7-12                     | 423 |
| Grades 1-8                          | 401 |
| Grades 5-8 Middle Grades            | 400 |
| Grades K-6                          | 499 |
| Grades K-8                          | 402 |
| Grades PreK-4 Early Childhood       | 497 |
| Health K-1                          | 419 |
| History 7-12                        | 421 |
| Latin 7-12                          | 410 |
| Latin PreK-12                       | 493 |

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|---|-----|
| Library Information Specialist PreK-12  | 473 |
| Marketing 7-12                          | 472 |
| Mathematics 7-12                        | 413 |
| Music (Instrumental) K-12               | 429 |
| Music (Vocal/General) K-12              | 428 |
| Office Technology 7-12                  | 435 |
| Physical Education K-12                 | 420 |
| Physics 7-12                            | 417 |
| Physics 9-12                            | 414 |
| Psychology 9-12                         | 426 |
| Russian PreK-12                         | 494 |
| Russian 7-12                            | 406 |
| School Counselor PreK-12                | 487 |
| School Psychologist PreK-12             | 489 |
| School Social Worker PreK-12            | 488 |
| Shorthand 7-12                          | 433 |
| Sociology 9-12                          | 425 |
| Spanish 7-12                            | 409 |
| Spanish PreK-12                         | 495 |
| Spanish 7-12                            | 409 |
| Special Education (Comprehensive) K-12  | 461 |
| Special Education (Hearing) PreK-12     | 463 |
| Special Education(Modified) K-12        | 460 |
| Special Education (Speech/Lang) PreK-12 | 498 |
| Special Education (Vision) PreK-12      | 462 |
| Special Teacher of Reading K-8          | 075 |
| Special Teacher of Reading 7-12         | 076 |
| Speech Communications 7-12              | 408 |
| Superintendent                          | 090 |
| Supervisor of Attendance                | 094 |
| Supervisor of Materials                 | 106 |
| Technology Education 5-12               | 470 |
| Theatre K-12                            | 405 |
| Typewriting/Keyboarding 1-6             | 431 |
| Typewriting/Keyboarding 7-12            | 432 |
| Visual Arts K-12                        | 427 |
| Vocational Agriculture 7-12             | 448 |
|   |     |
|   |     |